TRAINING NEWSLETTER December 2006

TOP 10 NEW YEAR'S RESOLUTIONS

The New Year has always been a time for looking back at the past, and more importantly, looking forward to the coming year. It's a time to reflect on the changes we want (or need) to make and resolve to follow through on those changes.

The following are the Top 10 New Year's Resolutions:
1) Spend More Time with Family & Friends
2) Fit in Fitness
3) Tame the Bulge
4) Quit Smoking
5) Enjoy Life More
6) Quit Drinking
7) Get Out of Debt
8) ****Learn Something New****
9) Help Others
10) Get Organized

Whether you take a course or read a book, you'll find education to be one of the easiest, most motivating New Year's resolutions to keep. Challenge your mind in the coming year, and your horizons will expand.

(About.com; Kimberly & Albrecht Powell)

OPPORTUNITIES TO LEARN SOMETHING NEW

1. Participate in a training workshop.
In the next six months, we will offer **more than 80** occupational training workshops covering topics from diversity and ethics to supervision and teamwork. We will also offer **over 250** application and technical computer training classes.

2. Sign up for the Certified Public Manager program.
Our 17 month, nationally accredited CPM program is sure to keep you on track with your New Year's resolution to learn something new. While we are no longer accepting applications for the CPM class beginning in January, we are now accepting applications for CPM 8, which will begin June 12, 2007!

3. Take an online learning course.
Online learning can be an alternate way for people to learn new skills, especially when they are out in the field and unable to attend traditional, instructor led workshops. Online learning is available to students 24 hours a day, 7 days a week from home or office. We currently offer over 40 business skills courses and more than 300 computer skills courses.

**Wishing you peace and joy this holiday season!
Season's Greetings from PDS!**

Upcoming Workshops

Managing Your Time and Priorities (GI 090): Jan 17 (8:30 – 4:30)
Increase productivity and achieve your goals

Intro to Business Skills (GI 174): Jan 19 and 26 (1:30 – 4:30)
Learn the key business concepts utilized in government organizations

Introduction to Administrative Law (RM 001): Jan 30 (9:00 – 11:00)
Gain knowledge about government's body of law and how it affects agency policy making

Valuing Diversity (GI 103): Jan 30 (1:00 – 4:00)
Understand and value cultural differences in the workplace

DAS-Information Technology Enterprise conducts various computer training classes, conveniently located at the Hoover State Office Building in Des Moines.
  ITE Access Level 1 (PC 801): Jan 11 – 12
  ITE Excel Level 1 (PC 701): Jan 17
  ITE Access Level 2 (PC 811): Jan 24

New Horizons will present a workshop on how to protect your computer system, including your confidential information, from malicious hackers. Make plans to attend **Computer Security: At Home and In the Office** (PC 519) on February 8, 2007 from 9:00am – 11:00am.